

**INDIANA DEPARTMENT OF EDUCATION  
SUPPLEMENTAL EDUCATIONAL SERVICES**

**2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT**

**FOR:**

**Muncie Public Library: Great Achievers**

<b>DOCUMENT ANALYSIS</b>		<b>OBSERVATION</b>		<b>COMPLIANCE</b>	
<b>Tutor Qualifications</b>	Satisfactory	<b>Lesson matches original description</b>	Satisfactory	<b>Criminal Background Checks</b>	In Compliance
<b>Recruiting Materials</b>	Satisfactory	<b>Instruction is clear</b>	Satisfactory	<b>Health/safety laws &amp; regulations</b>	In Compliance
<b>Academic Program</b>	Satisfactory	<b>Time on task is appropriate</b>	Satisfactory	<b>Financial viability</b>	N/A
<b>Progress Reporting</b>	Satisfactory	<b>Instructor is appropriately knowledgeable</b>	Satisfactory		
		<b>Student/instructor ratio: 7:1 or smaller</b>	Satisfactory		

**ACTION NEEDED:    NONE**

## On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

**NAME OF PROVIDER: Muncie Public Library: Great Achievers**

**SITE: Muncie Public Library**

**DATE OF SITE VISIT: 2/2/06**

**DATE DOCUMENTATION RECEIVED: 2/2/06**

**REVIEWER: CH/SP**

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	<b>TWO</b> of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	<ul style="list-style-type: none"> <li>• Staff Resumes</li> <li>• IN Teacher License</li> <li>• UnivTranscript/Copy of Diploma</li> <li>• Job Descriptions</li> <li>• Performance Appraisals</li> <li>• Job Applications</li> </ul>		X	Lead teacher is a certified teacher. Support staff have college degrees and varied experience working with students.
Recruiting materials	<b>TWO</b> of the following: -Recruitment fliers -Incentives policy -Program description for parents -Advertising materials	<ul style="list-style-type: none"> <li>• Incentive Policy</li> <li>• Parent Brochure</li> <li>• Parent Permission/Information Slip</li> </ul>		X	
Academic Program	<b>TWO</b> of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	<ul style="list-style-type: none"> <li>• Lesson Plans for multiple grade levels</li> <li>• Plans include connection to IN standards</li> </ul>		X	Lesson plans were very thorough and detailed. Work seems appropriate for grade level.
Progress Reporting	<b>TWO</b> of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	<ul style="list-style-type: none"> <li>• Sample progress reports</li> <li>• Timeline for sending reports</li> </ul>		X	Progress report is detailed. Parents receive reports twice during the program.

## On-site Monitoring Rubric OBSERVATION Components

**NAME OF PROVIDER:** Muncie Public Library: Great Achievers  
**SITE:** Muncie Public Library  
**TUTOR'S INITIALS (ALL TUTORS OBSERVED):**  
**NUMBER OF LESSONS OBSERVED:** 3

**DATE:** February 2, 2006  
**REVIEWER:** CH/SP  
**TIME OF OBSERVATION:** 3:45-4:30PM

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		The afternoon started with individualized/small group homework help. Then students were divided into 3 groups, based on grade level, and attended age-appropriate lessons. One group worked on internet research for Black History month; one group worked on a story with the lead teacher, and one student did an individualized lesson with a tutor.
Instruction is clear	X		Lessons were detailed and clear. Binders for each student were accessible and contained instructional material.
Time on task is appropriate	X		All students observed were engaged in a project or activity.
Instructor is appropriately knowledgeable	X		All staff seemed knowledgeable and competent. Students who struggled were given support; success gained appropriate praise from instructors.
Student/instructor ratio: <u>about 5:1</u> Ratio matches that reported in original provider application	X		

## On-site Monitoring Visit Rubric COMPLIANCE Components

**NAME OF PROVIDER: Muncie Public Library: Great Achievers**

**SITE: Muncie Public Library**

**DATE OF SITE VISIT: 2/2/06**

**DATE DOCUMENTATION RECEIVED: 2/2/06**

**REVIEWER: CH/SP**

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

**Failure to submit compliance documentation will result in removal from the state-approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	<b>ALL</b> of the following:  -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background checks	<b>X</b>	
Health and safety laws and regulations	<b>TWO</b> of the following:  -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Health & Safety Policies Transportation policy Student Release Policy	<b>X</b>	
Financial viability	<b>TWO</b> of the following:  -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Public agency: N/A	<b>X</b>	